



Policy and Governance Unit, Academic Registrar's Division

COURSE PROGRESS POLICY

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Approved by	University Council				
Custodian title & e-mail address	Senior Manager Client Service Unit, Academic Registrar's Division				
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Responsible Faculty/ Division & Unit	Client Service Unit, Academic Registrar's Division				
Supporting documents, procedures & forms of this policy	Coursework Exclusion Appeal Committee Terms of Reference (Appendix)				
References & Legislation	Education Support for Overseas Students Act, 2000 (Commonwealth) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 ("the National Code") Code of Practice - Teaching and Assessment General Course Rules Delegations of Authority Policy UOW Records Management Policy Academic Review Committee Terms of Reference				
Audience	Public – accessible to anyone				
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1 Purpose of Policy

1. The Course Progress Policy establishes:
 - a. the requirements, definitions and procedures to be used in determining the standards of acceptable course progress;
 - b. definitions of the roles and responsibilities of UOW staff and students with regard to course progress; and
 - c. descriptions of the resources and choices available to assist students at risk of not achieving course progress standards.
2. The Course Progress Policy sets out the process by which the University meets its obligations to international students under the National Code.
3. The course progress policy should be read in conjunction with the Course Progress section of the General Course Rules, Rules 8.55 to 8.68.

2 Definitions

Word/Term	Definition (with examples if required)
Academic teaching staff	Any person who carries out teaching responsibilities under the authority of the Head of an Academic Unit
Active	Course status where student course progress has been satisfactory
Course	A program of study that leads to an award
Course progress	Assessed advancement within a course toward the completion of that course
Course progress advisor	Any academic staff member, usually the Associate Dean or Sub Dean, who is designated by the Faculty to assist students with regard to enrolment, academic performance, and referral to student services
Course status	Category of enrolment determined by assessed course progress
Coursework	Courses not designated as research courses
Coursework students	Students enrolled in a course as an undergraduate student, a postgraduate coursework student or enrolled in the MBBS program.
Coursework Exclusion Appeal Committee	Committee to consider and adjudicate upon appeals against exclusion
Credit point	The value attached to a subject that indicates study load
Delegated Authority	A person given delegated authority under the Delegations of Authority Policy
Exclusion	Course status where a student's academic progress has been deemed unsatisfactory, resulting in the student being required to formally re-apply for admission to the University after the defined period of exclusion.
Incomplete Results	A student will be deemed to have incomplete results for a study period where the student has withheld grades totalling 50% or more of credit points attempted or has a combination of failing grades and withheld grades totalling 50% or more of credit points attempted (provided the student is not otherwise regarded

	A student will be deemed to have incomplete results for a study period where the student has withheld grades totalling 50% or more of credit points attempted or has a combination of failing grades and withheld grades totalling 50% or more of credit points attempted (provided the student is not otherwise regarded as having not met course progress requirements).
Intervention strategy	Systematic plan of action, adapted to assist students on a course status of referral or probation in meeting course progress requirements
Leave of absence	A period of approved leave from the University
MBBS	Bachelor of Medicine and Bachelor of Surgery
Natural justice	Principles that ensure that decision-making is fair and reasonable. These involve decision-makers informing people of the case against them or their interests, giving them a right to be heard, not having a personal interest in the outcome, and acting only on the basis of logically probative evidence
Official notification	Written information delivered in hard copy or electronically
Pending	Course status where a student has been deemed to have incomplete results for a study period.
Postgraduate coursework students	Candidates for Graduate Certificates, Graduate Diplomas, and Masters by Coursework degrees
Postgraduate probation	Course status where a postgraduate student's course progress has been deemed unsatisfactory and may result in exclusion
Referral	Course status where an undergraduate student's course progress is not deemed satisfactory and that student has been referred to a Course Progress Advisor or provider of student services
Student	A person registered for a course
Study period	Period of not more than six months within a course in which a student must be enrolled unless the student has been granted a deferral or a leave of absence.
Study plan	Suggested arrangement of subjects to improve student progress
Subject	A self-contained unit of study identified by a unique code
Suspension	A student on suspension may not enrol at the University for a defined period, after which the student may be readmitted should readmission be sought.
Undergraduate students	Candidates for courses: diplomas, advanced diplomas, associate degrees, bachelor degrees, and honours bachelor degrees but not including candidates for the award of MBBS at the Graduate School of Medicine
Undergraduate probation	Course status following referral where an undergraduate student's course progress has been deemed unsatisfactory for two study periods and may result in exclusion

3 Application & Scope - Exclusions or Special Conditions

1. This policy applies to all coursework students. Progress by Higher Degrees Research (HDR) students is regulated under Rules 8.61 – 8.63 and 10.30 – 10.40 of the General Course Rules, and the HDR progress review and probation guidelines.
2. Excluded from the scope of this policy are:
 - a. Students enrolled at UOW Dubai;
 - b. Study Abroad and exchange students whose home institution is not the University;
 - c. Non- award students;
 - d. Cross-institutional enrolments; and
 - e. Students enrolled in offshore programs with UOW partner institutions.

4 Policy Principles

1. The principles guiding this policy are:
 - a. all students shall be treated fairly and openly;
 - b. all students are responsible for their own course progress;
 - c. appropriate learning and other support should be offered to students identified as at risk of not achieving satisfactory course progress; and
 - d. appropriate information should be made available to students identified as at risk of not achieving satisfactory course progress regarding their course status
2. Underlying the requirements, definitions, and procedures of this policy are the principles of equity, consistency, transparency and natural justice.

5 Monitoring Progress

1. Course progress based on final results for subjects is assessed within a given time period twice each year. The first course progress study period includes all subjects with results released between 1st February and 31st July of that year. The second course progress study period includes all subjects with results released between 1st August and 31st January.
2. Summer session final results shall not be assessed for the purpose of monitoring course progress.

6 Identification

1. For the purpose of assessing course progress:
 - a. the grades of Pass Restricted, Pass Conceded, Pass, Credit, Distinction and High Distinction are considered to be passing grades;
 - b. in subjects where performance is determined satisfactory or unsatisfactory, the grades Satisfactory or Excellent are passing grades and the grade Unsatisfactory is a failing grade;
 - c. the grades of Fail and Technical Fail are considered failing grades;
 - d. a grade of Unsatisfactory applied to a student enrolled in a multi-session subject and who is not permitted to continue their enrolment in the subject under Rule 8.24 of the General Course Rules is considered a failing grade in the session of enrolment in which it is applied; and
 - e. a fail grade awarded in any subject undertaken by a student whose home institution is the University and who is studying cross-institutionally, or studying in an overseas institution on Study Abroad or student exchange is considered a failing grade in the study period immediately preceding the session in which the student resumes study at the University.

2. A student who has failed 50% or more of credit points attempted in a study period specified in section 5.1 shall be regarded as having not met course progress requirements.
3. A student who has passed more than 50% of credit points attempted in a study period specified in section 5.1 shall be regarded as having met course progress requirements.

7 Undergraduate Course Progress

Course Status Pathways for Undergraduate Students

1. An undergraduate student who is deemed to have incomplete results for a study period shall be placed on a pending course status and shall have their course status reassessed when final grades are declared.
2. An undergraduate student who has not met course progress requirements according to the provisions of section 6.2 after declaration of grades or after reassessment of their course status according to the provisions of section 7.1:
 - a. shall be placed on a course status of referral if their course status in the preceding study period was active;
 - b. shall be placed on a course status of probation if their course status in the preceding study period was referral; and
 - c. shall be placed on a course status of exclusion if their course status in the preceding study period was probation, and shall be excluded from the University for a period of one year.
3. An undergraduate student who has met course progress requirements according to the provisions of section 6.3 after declaration of grades or after reassessment of their course status according to the provisions of section 7.1 shall be placed on a course status of active.
4. An undergraduate student who is on a course status of referral or probation and who has met course progress requirements according to the provisions of section 6.3 in the following or subsequent course progress study period shall be returned to an active course status.
5. An undergraduate student on probation who is deemed to have incomplete results in the following or in a subsequent study period shall be permitted to enrol in that study period on a course status of pending until such time as their grades are declared and their status can be reassessed.

Intervention Strategy

6. When an undergraduate student is placed on a course status of referral, the University shall make available and activate an intervention strategy that the student should utilise to assist in meeting course progress requirements.
7. On being placed on a course status of referral, a student shall arrange to meet with a Course Progress Advisor. At that meeting, as part of the intervention strategy, the Course Progress Advisor may:
 - a. request that the student explain the factors contributing to not meeting course progress requirements;
 - b. give academic advice regarding language and learning support, leave of absence, and/or learning strategies effective in the relevant discipline or area of study;
 - c. request a written plan describing the means by which that student will attempt to meet course progress requirements in the future; and/or
 - d. recommend programs of study to aid students in making adequate course progress.

Note: under Rule 6.15 of the General Course Rules, unless academic approval is obtained, a student on a course status of referral or probation who transfers to an alternative program of study will remain on the course status of referral or probation.

8. Upon meeting the student or at any time thereafter, as part of the intervention strategy, the Course Progress Advisor may also refer the undergraduate student to services appropriate to that student's needs. These may include:
 - a. Learning Development;
 - b. Counselling Service;
 - c. the PASS Program (if available);
 - d. Disability Services;
 - e. a Student Support Adviser (who can provide liaison, information, support and referral services on non-academic matters); and/or
 - f. other services as deemed appropriate by the Course Progress Advisor.
9. Where an undergraduate student is placed on a course status of probation, the student shall arrange a further meeting with a Course Progress Advisor to review actions taken by the student in relation to the intervention strategy and, if necessary, to amend the intervention strategy activated for that student.

8 Postgraduate Course Progress

Course Status Pathways for Postgraduate Students

1. A postgraduate student who is deemed to have incomplete results for a study period shall be placed on a pending course status and shall have their course status reassessed when final grades are declared.
2. A postgraduate student who has not met course progress requirements according to the provisions of section 6.2 after declaration of grades or after reassessment of their course status according to the provisions of section 8.1:
 - a. shall be placed on a course status of probation if their course status in the preceding study period was active; and
 - b. shall be placed on a course status of exclusion if their course status in the preceding study period was probation and shall be excluded from the University for a period of one year.
3. A postgraduate student who has met course progress requirements according to the provisions of section 6.3 after declaration of grades or after reassessment of their course status according to the provisions of section 8.1, shall be placed on a course status of active.
4. A postgraduate student who is on a course status of probation and who has met course progress requirements according to the provisions of section 6.3 in the following or subsequent course progress study period shall be returned to a course status of active.
5. A postgraduate student on probation who is deemed to have incomplete results in the following or in a subsequent study period shall be permitted to enrol in the subsequent study period on a course status of pending until such time as their grades are declared and their status can be reassessed.

Intervention Strategies

6. When a postgraduate student is placed on a course status of probation, the University shall make available and activate an intervention strategy that the student should utilise to assist in meeting course progress requirements.

7. On being placed on a course status of probation, a postgraduate student shall arrange to meet with a Course Progress Advisor. At that meeting, as part of the intervention strategy, the Course Progress Advisor may:
 - a. request that the student explain the factors contributing to not meeting course progress requirements;
 - b. give academic advice regarding language and learning support, leave of absence, and/or learning strategies effective in the relevant discipline or area of study;
 - c. request a written plan describing the means by which that student will attempt to meet course progress requirements in the future; and/or
 - d. recommend programs of study to aid students in making adequate course progress.

Note: under Rule 6.15 of the General Course Rules, unless academic approval is obtained, a student on probation who transfers to an alternative program of study will remain on course status of probation.

8. Upon meeting the student or at any time thereafter, as part of the intervention strategy, the Course Progress Advisor may also refer the postgraduate student to services appropriate to that student's needs. These may include:
 - a. Learning Development;
 - b. Counselling Service;
 - c. the PASS Program (if available);
 - d. Disability Services;
 - e. assistance from a Student Support Adviser (who can provide liaison, information, support and referral services on non-academic matters); and/or
 - f. other services as deemed appropriate by the Course Progress Advisor.

9 MBBS Course Progress

Course Status Pathways for MBBS Students

1. A student enrolled in the MBBS program who is deemed to have incomplete results for a study period shall be placed on a pending course status and shall have their course status reassessed when final grades are declared.
2. A student enrolled in the MBBS program who has not met course progress requirements according to the provisions of section 6.2 after declaration of grades or after reassessment of their course status according to the provisions of section 9.1:
 - a. shall be placed on a course status of probation if their course status in the preceding study period was active; and
 - b. shall be placed on a course status of exclusion if their course status in the preceding study period was probation and shall be excluded from the University for a period of one year.
3. A student enrolled in the MBBS program who has met course progress requirements according to the provisions of section 6.3 after declaration of grades or after reassessment of their course status according to the provisions of section 8.1, shall be placed on a course status of active.
4. A student enrolled in the MBBS program on a course status of probation will remain on course status of probation until the student completes the program, withdraws from the program or is excluded from the program.
5. A student enrolled in the MBBS program on a course status of probation who is deemed to have incomplete results in the following or in a subsequent study period shall be permitted to

enrol in the subsequent study period on a course status of pending until such time as their grades are declared and their status can be reassessed.

6. A student enrolled in the MBBS program on probation may be required to undertake additional monitoring of clinical skills and the acquisition of clinical competencies at the direction of the Associate Dean of the Graduate School of Medicine. This monitoring will be taken into account in determining the student's progress in the subject and is in addition to any intervention strategy outlined below,

Intervention Strategy

7. When a student enrolled in the MBBS program is placed on a course status of probation the University shall make available and activate an intervention strategy that the student should utilise to assist in meeting course progress requirements.
8. On being placed on a course status of probation, a student shall arrange to meet with a Course Progress Advisor. At that meeting, as part of the intervention strategy, the Course Progress Advisor may:
 - a. request that the student explain the factors contributing to not meeting course progress requirements;
 - b. give academic advice regarding language and learning support, leave of absence, and/or learning strategies effective in the relevant discipline or area of study;
 - c. request a written plan describing the means by which that student will attempt to meet course progress requirements in the future; and/or
 - d. recommend programs of study to aid students in making adequate course progress.

Note: under Rule 6.15 of the General Course Rules, unless academic approval is obtained, a student on probation who transfers to an alternative program of study will remain on course status of probation.

9. Upon meeting the student or at any time thereafter, as part of the intervention strategy, the Course Progress Advisor may also refer the student to services appropriate to that student's needs. These may include:
 - a. Learning Development;
 - b. Counselling Service;
 - c. the PASS Program (if available);
 - d. Disability Services;
 - e. a Student Support Adviser (who can provide liaison, information, support and referral services on non-academic matters); and/or
 - f. other services as deemed appropriate by the Course Progress Advisor.

10 Communication

1. Any student placed on a course status of referral, probation, or pending shall be officially notified and advised of their rights and responsibilities.
2. Faculties shall officially advise coursework students of their Course Progress Advisor and the services available to assist them in making adequate course progress.
3. Whenever a student meets with a Course Progress Advisor to discuss the implementation of an intervention strategy the Course Progress Advisor shall record the date and the details of the intervention strategy activated or modified as a result. Undergraduate and postgraduate coursework students shall acknowledge the recommendations of the Course Progress Advisor.
4. Records of intervention strategies shall be noted on student files by the Academic Registrar's Division.

5. Where a coursework student has not met course progress requirements and according to the provisions of sections 7.2, 8.2 or 9.2, that student is excluded there shall be written notice of exclusion, written notification of the appeals procedure and information on how students may access that procedure.

11 Appealing Exclusion

1. A coursework student who is excluded from the University may appeal that decision in writing to the Coursework Exclusion Appeal Committee.
2. A coursework student who has lodged an appeal as provided in section 11.1 shall be entitled to enrol provisionally at the University.
3. The terms of reference of the Coursework Exclusion Appeal Committee outlining the purpose, membership and procedures governing the operations of the Coursework Exclusion Appeal Committee are set out in the Appendix to this Policy.
4. A student (the appellant) who appeals exclusion must:
 - a. lodge that appeal in writing with the Academic Registrar's Division within 20 working days of notification of exclusion
 - b. state fully the reasons for the appeal, including a statement detailing the factors that contributed to not meeting course progress requirements and their impact
 - c. address how those contributing factors will be managed in the future to meet course progress requirements,
 - d. state what action the student has taken in relation to the intervention strategy activated for the student; and
 - e. provide any relevant documentary evidence to support the appeal. This may include medical certificates, statutory declarations, counselling reports, references, statements by academic teaching staff, and relevant correspondence.
5. Appeals received by the Academic Registrar's Division more than 20 working days after notification of exclusion will be considered by the Committee only if determined by the Chair that the delay in appealing constitutes exceptional circumstances beyond the appellant's control.
6. Appeals will be considered in two stages.
 - 6.1. In the first stage the statements and documents provided by the appellant will be considered. The Committee may reinstate enrolment, with an intervention strategy activated, on the basis of statements and documents provided.
 - 6.2. The second stage of considering appeals shall permit appellants, who are not reinstated on the basis of statements and documents, to appear before the Committee. Where an appellant chooses not to appear before the Committee exclusion shall stand.
7. Upon consideration of the appeal, the Committee shall determine the appeal as follows:
 - a. appeal denied; or
 - b. appeal upheld with a recommendation to the Vice-Chancellor or the Deputy Vice-Chancellor (Academic) to revoke the exclusion and to:
 - i. suspend the student for a specified period, or
 - ii. reinstate the student's enrolment with a course status of referral (provided the student is an undergraduate student) or probation and to activate an intervention strategy, which may include:
 - a prescribed program,
 - language and learning support,
 - academic advice,

- existing faculty-based learning support,
 - referral to a Student Support Adviser,
 - appropriate support services (such as those listed in section 7.14), or
- iii. reinstate the student's enrolment without any further enrolment restrictions.
8. The Academic Registrar's Division will officially notify appellants of the outcome of their appeal. In the case of an overseas student, unless the appeal is denied, the student's Confirmation of Enrolment will be updated to reflect the outcome of the appeal.
 9. If an appeal is denied and exclusion stands, the student concerned may appeal in writing to the Deputy Vice Chancellor (Academic) within 10 working days. Grounds for consideration of an appeal are limited to:
 - a. lack of due process during the previous appeal; and/or
 - b. relevant new or additional information is now available which may alter the outcome of the previous decision
 10. Any further appeal must be made to the Deputy Vice Chancellor (Academic) within 10 working days of the decision from the previous appeal.
 11. If the Deputy Vice Chancellor (Academic) is satisfied the appeal is based on grounds of lack of due process, or relevant new or additional information has become available, the Deputy Vice Chancellor (Academic) may refer the matter back to the Coursework Exclusions Appeal Committee or to the [Academic Review Committee](#), as deemed appropriate.
 12. A student who is dissatisfied with the outcome or conduct of an appeal within the University may appeal to an external agency. Students have the right to make a complaint to the NSW Ombudsman where there is evidence of maladministration or misconduct by the University of Wollongong. If a student decides to make a submission to the NSW Ombudsman or other external agency, the student must notify the University of the decision within 10 working days of being notified of the outcome.

12 Applying for Re-admission

1. After a period of exclusion for one year, an excluded student may apply directly to the University for re-admission. Re-admission is not automatic and may be refused.
2. Students applying for re-admission are advised to speak with the relevant Faculty Sub Dean or Associate Dean prior to making their application.

13 Roles & Responsibilities

1. It is the responsibility of the Course Progress Advisor to:
 - a. identify and recommend appropriate intervention strategies made up of one or a combination of components listed in sections 7.7-7.8, 8.7-8.8 or 9.8-9.9 of this policy;
 - b. keep records of intervention strategies adequate for the purposes of meeting records management requirements and in keeping with the UOW Records Management Policy; and
 - c. convey records in relation to each activated intervention strategy to the Academic Registrar's Division for noting on the student's files.
2. It is the responsibility of the student to:
 - a. ensure they achieve satisfactory course progress;
 - b. take action as outlined in any intervention strategy activated for the student in order to return to a course status of active; and
 - c. advise the University of the matters referred to in section 11.12 (where applicable).

3. It is the responsibility of the Coursework Exclusion Appeal Committee to
 - a. provide a transparent and consistent process for making adjudications regarding appeals of exclusion; and
 - b. adhere to principles of natural justice.
4. It is the responsibility of each Faculty to:
 - a. designate, train and support Course Progress Advisors for the faculty; and
 - b. take steps to ensure that students are aware of the Course Progress Advisors for the faculty, and how they may be contacted.

14 Version Control and Change History

Version Control	Date Released	Approved By	Amendment
1	12 October 2007	University Council	New Policy
2	5 February 2009	Deputy Vice-Chancellor (Academic)	Migrated to UOW Procedure Template as per Policy Directory Refresh
3	13 August 2009	Deputy Vice-Chancellor (Academic)	Minor amendment to replace references to SEDLOs with reference to Student Support Advisers.
4	4 December 2009	University Council	<p>Policy Review to renew policy. Major changes:</p> <ul style="list-style-type: none"> • Revision to intervention strategy provisions • Inclusion of MBBS program in scope of policy • Application of policy to Study Abroad, exchange and cross institutional study • Application of policy to multi-session subjects • Course Exclusion Appeals Committee operations and terms of reference incorporated in policy • Revision of the operation of the status of “pending” and change to the definition of “not yet competent” to “incomplete results” • New review date and deletion of expiry date.

Appendix – Course Exclusion Appeals Committee Terms of Reference

1. Purpose

1. The Coursework Exclusion Appeals Committee will support the University aims of providing a fair, equitable and productive learning environment for all students and will provide a transparent and consistent process for making adjudications regarding appeals of exclusion.

2. Membership

1. The Coursework Exclusion Appeals Committee shall consist of:
 - a. the Dean of Students (or where he/she is unable to act, a nominee) as Chair;
 - b. the Sub Dean or Associate Dean of the Faculty in which the student is enrolled; and
 - c. a Sub Dean or Associate Dean from a Faculty other than the Faculty in which the student is enrolled.
2. Where both genders are not represented on the Committee the Chair will nominate a Sub Dean from a Faculty, other than the Faculty in which the student is enrolled, of the unrepresented gender.
3. A quorum for a meeting of the Coursework Exclusion Appeals Committee shall be three members, including the Chair.

3. Terms of Reference

1. The Coursework Exclusion Appeal Committee shall hear appeals regarding the exclusion of students from the University in accordance with section 11 of the Course Progress Policy.

4. Committee Procedures

1. A student who appeals exclusion (the appellant) in accordance with section 11 of the Course Progress Policy must:
 - a. lodge that appeal in writing with the Academic Registrar's Division within 20 working days of notification of exclusion;
 - b. state fully the reasons for the appeal, including a statement detailing the factors that contributed to not meeting course progress requirements and their impact;
 - c. address how those contributing factors will be managed in the future to meet course progress requirements;
 - d. state what action the student has taken in relation to the intervention strategy activated for the student; and
 - e. provide any relevant documentary evidence to support the appeal including medical certificates, statutory declarations, counselling reports, references, statements by academic teaching staff, and relevant correspondence
2. Appeals received by the Academic Registrar's Division more than 20 working days after notification of exclusion will be considered by the Committee only if determined by the Chair to constitute exceptional circumstances beyond the control of the appellant.
3. Appeals will be considered in two stages. In the first stage the statements and documents provided by the appellant will be considered. The Committee may reinstate enrolment, with an intervention strategy activated, on the basis of statements and documents only.
4. The second stage of considering appeals will permit an appellant, who is not reinstated on the basis of statements and documents, to appear before the Committee. The Committee may permit an appellant to participate in the proceedings of the Committee remotely (e.g. via teleconference or videoconference). Where an appellant chooses not to appear before the Committee exclusion shall stand.
5. Where an appellant appears before the Committee the Committee shall:

- a. provide the appellant with the opportunity to briefly highlight key issues affecting the appellant's studies and their impact;
- b. provide the appellant with the opportunity to answer the questions of the Committee;
- c. permit the appellant to be accompanied by a person for the purpose of support but who shall not be permitted to address the Committee except with the Chair's express permission;
- d. ensure its proceedings are confidential and keep a record of the proceedings adequate for the purposes of meeting records management requirements; and
- e. advise the Academic Registrar's Division of the Committee's determination in writing.

5. Committee Determination

1. Upon consideration of the appeal, the following outcomes may be applied:
 - a. appeal denied
 - b. appeal upheld with a recommendation to the Vice-Chancellor or the Deputy Vice-Chancellor (Academic) to revoke the exclusion and to:
 - i. suspend the student for a specified period or
 - ii. reinstate the student's enrolment with a course status of referral (provided the student is an undergraduate student) or probation and to activate an intervention strategy, which may include:
 - a prescribed program,
 - language and learning support,
 - academic advice,
 - existing faculty-based learning support,
 - referral to a Student Support Adviser,
 - appropriate support services (such as those listed in section 7.14), or
 - iii. reinstate the student's enrolment without any further enrolment restrictions.
2. The appellant will be officially notified of the outcome of the appeal by the Academic Registrar's Division.

6. Further Appeals

1. If an appeal is denied and the exclusion stands the student may appeal in writing to the Deputy Vice Chancellor (Academic) within 10 working days. Grounds for consideration of an appeal are limited to:
 - a. lack of due process during the previous appeal; and/or
 - b. relevant new or additional information becomes available which may alter the outcome of the previous decision.
2. If the Deputy Vice Chancellor (Academic) is satisfied the appeal is based on grounds of a lack of due process, or that new or additional information is available that may alter the outcome of the previous appeal, the Deputy Vice Chancellor (Academic) may refer the matter back to the Coursework Exclusions Appeal Committee or to the Academic Review Committee as is deemed appropriate.
3. A student, who is dissatisfied with the outcome or conduct of an appeal within the University, may appeal to an external agency within 10 working days. Students have the right to make a

complaint to the NSW Ombudsman where there is evidence of maladministration or misconduct by the University of Wollongong.